

CHILD CARE SUGGESTIONS FOR EMPLOYEES

The following information has been designed as an employee handout. Please feel free to copy and distribute.

If you're planning to have a child in day care or need to change your present child care arrangements, you'll probably think about these three options:

In Home Care — your child receives care in your home.

Family day care homes — your child receives care in the provider's home.

Day care centers — groups of children play and learn together in centers.

Whichever option you choose, be sure to choose wisely.

Consider:

Trust - You need to feel comfortable about where and with whom you will be leaving your child.

Location - Try to find a provider convenient to your home and work.

Cost - Be realistic about how much you can afford.

Licenses - Make sure the provider has all state-required licenses.

Programs - Day care activities should be well-supervised and age-appropriate.

Staff - There should always be adequate, well-trained staff on hand.

Environment - The care environment should be neat and clean.

Referrals - Other clients are a good source of information.

Your Employer May Be Able to Help

Ask your Human Resource representative about special options your employer may offer. For example:

Employee Assistance Programs (EAP's), can help employees and their families with personal problems that may affect work performance.

At-Work Care Centers provide convenient quality care for dependents.

Dependent-Care Assistance Programs provide a tax benefit for employees with dependent care expenses.

Alternative work arrangements may be an option.

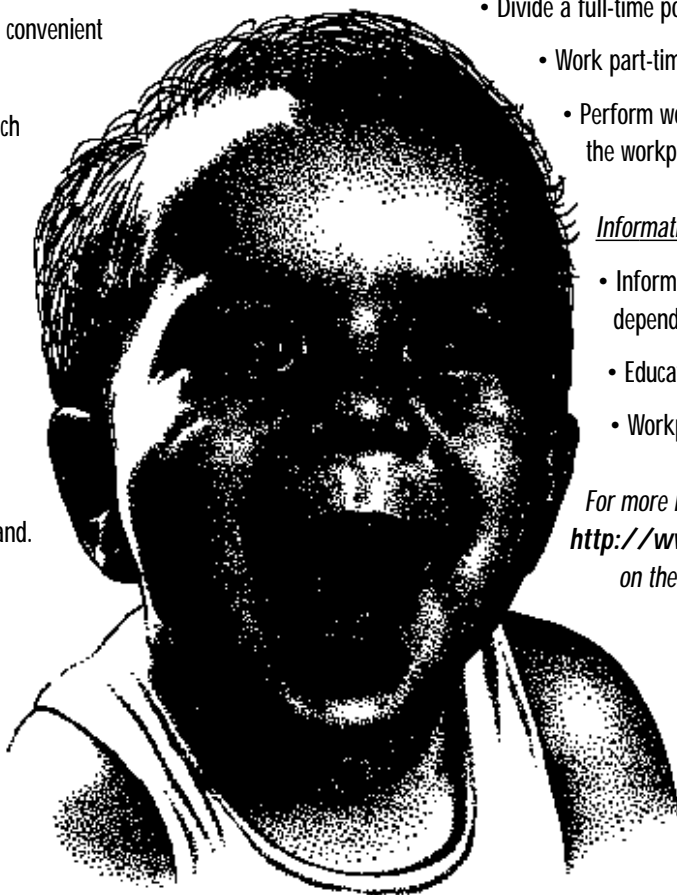
Some employers may permit workers to:

- Choose a non-standard work schedule.
- Divide a full-time position between two or more employees.
- Work part-time.
- Perform work at home and e-mail it to the workplace.

Information and referral services offer employees:

- Information about local sources of dependent care.
- Educational materials.
- Workplace seminars.

*For more information on available child care, visit:
<http://www.oohmi.net> (click on mapping on the tool bar).*



SOURCE: The Department of Services for Children, Youth, and Their Families, Division of Family Services, Office of Prevention, "Balancing Work & Family"